

## **STANDING OPERATING PROCEDURES FOR OFFICER RECORDS**

**The purpose of this SOP is to establish when and how the following documents are to be used:**

**a. Preparing Officer Record Briefs (ORB) – ORBs provide a summary of qualifications and career history. The ORB is a tool used to determine where to assign an officer; it should be updated when there has been a change in Duty Title, Organization, Military Education, Civilian Education, Military Awards, Number of Dependents, Marital Status, etc. The ORB should reflect the same information as the Official Military Personnel File (OMPF). (DA Pam 640-1)**

**b. Emergency Data Form (DD Form 93) – This form is updated when there is a change in Marital Status; Authorized/Not Authorized Dependents, Address, a change in the Beneficiaries listed, or any changes to addresses for personnel listed on the form. (See AR 600-8-1)**

**c. Service member's Group Life Insurance (SGLV-8286) –Use this form if the Service member wishes to request coverage, reduce coverage, decline coverage, or to designate or update the beneficiaries.**

**d. Request for Insurance (SGLV 8285) – This form is used to start SGLI when it was previously declined.**

**e. Family Coverage Election (SGLV 8286A) – Once the spouse has been enrolled in DEERS, this insurance is started automatically. Use this form to reduce or decline the \$100,000 spouse coverage (children are automatically covered for \$10,000 @ no cost to the service member). If the service member does not have the SGLI, he/she CAN NOT Elect the Family Coverage.**

**f. Receiving and sending documents to the Official Military Personnel File (OMPF) – These are some of the authorized documents:**

- (a) Officer Evaluation Reports (OER)**
- (b) Academic Evaluation Reports (AER – DA Form 1059)**
- (c) Award Orders for Good Conduct Medal, Air Assault, Airborne Badge, etc.**
- (d) Official College Transcripts with raised school seal**

**g. These are some documents that are not authorized:**

- (a) DA Form 638's are not authorized for filing unless the award was downgraded or disapproved.**
- (b) Courses less than 40 hrs**
- (c) Certificates of Achievement, etc.**  
**(See AR 600-8-104)**

**Soldiers that are scheduled to ETS or Retire will be given their files to hand carry to Transition Services and Retirement Services. Soldiers scheduled to PCS, will pick up their file anytime after receiving their out processing checklist. FILES MUST HAVE AN UPDATED DD FORM 93/SGLI**